

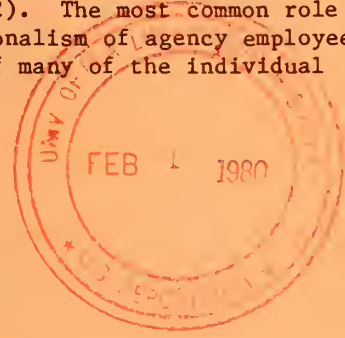
**Federal Personnel Manual System****FPM Letter** 410-23Published in advance  
of incorporation in FPM  
Chapter 410**RETAIN UNTIL SUPERSEDED****SUBJECT:** Interagency Training Activities

Washington, D. C. 20415

January 30, 1980

**Heads of Departments and Independent Establishments:**

1. This letter amends FPM chapter 410 (Attachment 1) to spell out ramifications of section 4103 of title 5, United States Code, for interagency training activities. Section 4103 states in part that two or more agencies jointly may operate under a training program. Hence, two or more agencies may jointly operate a training facility. Two or more agencies may jointly share the costs and benefits of contracts with non-Government training facilities. Two or more agencies may jointly survey the training needs of their employees. Two or more agencies may jointly evaluate their respective intra-agency training programs. Two or more agencies may jointly operate a lending library of textbooks, films and other such instructional materials for use in their respective intra-agency training programs. These are a few of the activities that agencies may jointly undertake to improve the training programs available to their employees.
2. Section 4103 further authorizes interagency training councils to plan and administer joint training activities. Such councils ought to be established in every metropolitan area which has large numbers of Federal employees. To date, more than 50 have been established in every region of the nation (Attachment 2). The most common role of these councils thus far has been to bolster the professionalism of agency employee development staffs. This role is reflected in the topics of many of the individual meetings held by the councils. Such sessions have covered:
  - Use of Audio-visual Materials (New England)
  - Training Needs Assessment (Northern Ohio)
  - The Trainer as a Consultant (Louisiana)
  - Training Film Festival (Dallas/Fort Worth)
  - Training Games and Exercises (Denver)
  - Five Roles of the Trainer (Puerto Rico)
  - Approaches to Evaluate Training (Seattle)
3. The Office of Personnel Management has been actively involved with interagency training councils since their inception. We actively promote and aid the establishment of councils. Once set up, we help the councils identify resources, schedule meetings, arrange facilities, and conduct workshops or showcases. However, the councils are generally governed by a Board of Directors elected by representatives from participating agencies.



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**Inquiries:** Training Policy Division, Workforce Effectiveness and Development  
(202) 632-5684**Code:** 410, Training**Distribution:** FPM

4. There is a prohibition in section 608 of P.L. 95-429 on diverting appropriated funds "to finance interdepartmental boards, commissions, councils, committees, or similar groups under section 214 of the Independent Offices Appropriations Act, 1946 (31 USC 691) which do not have prior and specific congressional approval of such method of financial support." This prohibition does not apply to interagency training councils established under section 4103 of title 5, United States Code. Agencies may contribute funds to such councils for joint training activities.
5. On the other hand, any interagency training council which collects funds from its member agencies must observe the following principles in managing those funds:
  - (a) Annual assessments, if any, shall be spent only on specific services listed in the charter, such as newsletters or libraries of training materials. A service may be financed from annual assessments only if it benefits every Federal agency on the council. Annual assessments may cover both the direct and indirect costs of the services and shall represent each agency's share of those costs (28 CG 365).
  - (b) Special assessments for other services shall be paid only by agencies whose training programs will benefit from the services (28 CG 365).
  - (c) All funds contributed by Federal agencies on the council may be spent only on activities pursuant to chapter 41 of title 5, United States Code, unless the expenditures are authorized under some other provision of law.
  - (d) When training is provided by the council under 42 USC 4742 to employees of State and local governments on other than a reimbursable basis, all council members must concur (42 USC 4742).
  - (e) The council may not accept money from private citizens (including Federal employees acting on their own behalf) for any purpose (31 USC 484).
  - (f) All financial transactions of the council shall be handled under provisions of title 31 of the United States Code, Office of Management and Budget "Instructions on Budget Execution" (Circular No. A-34), and other authorities which regulate the ordinary financial transactions of agencies in general (28 CG 365).



Jule M. Sugarman  
Deputy Director

Attachments

## FEDERAL PERSONNEL MANUAL

## CHAPTER 410. TRAINING

(Pertinent provisions of FPM chapter 410 are printed below. Lines are drawn through deleted passages. New material appears within brackets.)

~~4-3. SHARING TRAINING RESOURCES~~

~~a. Objectives. Interagency training activities supplement agency training programs and proper sharing of this training will achieve the following objectives.~~

## [4-3. INTERAGENCY TRAINING FACILITIES]

[a. Objectives. Interagency training facilities supplement agency facilities, and proper use of the interagency facilities will achieve the following objectives:]

- (1) Promoting economy through more effective use of training resources.
- (2) Providing a wider range of training programs common to more than one agency.
- (3) Improving the quality of training programs by permitting specialization in training programs by an agency having expertise in the area of training being given.

~~b. Reimbursable and cost-shared training. The law authorizes agencies to obtain reimbursement from other agencies or to share training costs with other agencies in joint training activities. Whenever a tentative decision is made by any agency to offer a training course or program on reimbursable or cost shared basis, this decision must be consistent with the following criteria. The course or program:~~

~~(1) Is intended primarily for employees of other agencies and its content relates specifically to a Government-wide mission assigned to the agency conducting or sponsoring the training. (NOTE: Under some circumstances the agency may not be able to require reimbursement for training related to its mission because funds for this purpose are in its appropriation. This is a matter for each agency to resolve internally by taking into account the particular features of its appropriation laws and substantive legislation.); or~~

~~(2) Satisfies an important, unmet interagency training need and is offered by an agency as a service to other agencies, at the request of the Commission or at the initiative of the agency with the Commission's approval; or~~

~~(3) Is designed solely for, and is to be attended primarily by, employees of the agency conducting the course but it bears on a training need common to other agencies and does not undesirably duplicate--in terms of time and geographic place at which offered--other similar training programs listed by the Commission in interagency bulletins or their supplements.~~

[b. Reimbursable and cost-shared training. Any agency which operates an interagency training facility may accept funds from other agencies for part or all of the costs of training their employees through reimbursements or other cost-sharing arrangements. If a training program is being considered for utilization principally by employees of other agencies, the agency should consult the Office of Personnel Management before initially offering the training to other agencies. (NOTE: the agency might not be able to obtain reimbursement for the training if funds are provided for interagency training in its appropriation.) If a training program has been planned primarily for the agency's own employees and will be attended mostly by such employees, the agency may offer surplus space in the program to other agencies without consulting the Office of Personnel Management.]



c. Cooperation in interagency training. In carrying out the requirements described in section 4-1, each agency is urged to review periodically (1) its training programs to determine those suitable to be opened to interagency participation and (2) the availability of interagency training which would meet its training needs (see sections ~~4-4~~ [4-5] and 9-3).

#### [4-4. JOINT TRAINING PROGRAMS]

[a. Authority. Under section 4103 of title 5, United States Code, two or more agencies jointly may perform the following activities to improve the economy and effectiveness of the training programs available to their employees:]

[(1) Two or more agencies may jointly develop and operate Government facilities to meet training needs shared by employees of the participating agencies.]

[(2) Two or more agencies may jointly share the costs and benefits of an agreement with a non-Government facility for the provision of training to their employees if such arrangements are, in fact, to the financial interest of the United States by providing more effective or economical training for the dollars expended (49 Comp. Gen. 305). In some cases, the agreement may be limited to a single course which will meet a training need shared by the participating agencies. In other cases, the agreement may obtain special benefits for employees from the participating agencies. Such an agreement, for instance, may obtain lower tuition rates and textbook discounts from a university even though employees from the participating agencies attend different courses. If one or more of the agencies which are to become parties to an agreement with a non-Government facility are subject to the procurement law governing civilian agencies generally (chapter 4 of title 41, United States Code), one of those agencies must negotiate the contract and pay the full costs of the contract from its own appropriations. Afterwards, the other agencies may reimburse it for their share of the costs of the procurement (49 Comp. Gen. 305). If the agencies participating in an agreement are governed by military procurement law set out in chapter 137 of title 10, United States Code (the three military departments, the Coast Guard, and the National Aeronautics and Space Administration), they may designate one of their number to handle the contract (10 USC 2309) or they may establish a joint or combined procurement office for that purpose (10 USC 2308).]

[(3) Two or more agencies may jointly survey the training needs of their employees. The purpose of such surveys is to identify training needs which are interagency in character and obtain economies of scale in meeting those needs through interagency programs.]

[(4) Two or more agencies may jointly evaluate training programs and facilities.]

[(5) Two or more agencies may jointly establish and operate a lending library of textbooks, films, and audio-visual equipment, and other such resources for use in their respective intra-agency training programs.]

[(6) Two or more agencies may jointly undertake programs to strengthen the professional skills and knowledge of their employee development staffs. For example, newsletters and conferences may be established to inform employee development specialists of new developments in the design, administration, and evaluation of training programs for Federal employees.]

[(7) Two or more agencies may jointly design and print training forms, course catalogs, and directories of Federal employee development offices and resources.]

[(8) Two or more agencies may jointly undertake other activities which are primarily designed to improve the training programs available to employees of the participating agencies under chapter 41 of title 5, United States Code.]

[b. Interagency training councils. Two or more agencies may establish interagency training councils to plan and administer their joint training activities. Such councils ought to be established in every metropolitan area which has large numbers of Federal employees. The Office of Personnel Management, through its regional offices, actively promotes these councils and provides administrative support for them. However, the councils are generally controlled by a slate of officers elected by agency representatives on the council.]

[(2) Many interagency training councils have formal charters approved by training officers from the participating agencies. Such charters ought to state that the council has been established to plan and administer joint training activities under section 4103 of title 5, United States Code.]

[(3) If an interagency training council obtains funds from its members for joint training activities under section 4103 of title 5, United States Code, the council shall observe the following principles in managing those funds:]

[(a) Annual assessments, if any, shall be spent only on specific services listed in the charter, such as newsletters or libraries of training materials. A service may be financed from annual assessments only if it benefits every Federal agency on the council. Annual assessments may cover both the direct and indirect costs of the services and shall represent each agency's share of those costs (28 CG 365).]

[(b) Special assessments for other services shall be paid only by agencies whose training programs will benefit from the services (28 CG 365).]

[(c) All funds contributed by Federal agencies on the council may be spent only on activities pursuant to chapter 41 of title 5, United States Code, unless some other provision of law authorizes the expenditure. (Note: Do not cite section 214 of the Independent Offices Appropriations Act of 1946 (39 USC 691) as such a provision unless the General Counsel of one of the member agencies has determined that this authority is available to the council.)]

[(d) The council may not accept money from private citizens (including Federal employees acting on their own behalf) for any purpose (31 USC 484).]

[(e) All financial transactions of the council shall be handled under the provisions of title 31 of the United States Code, the Office of Management and Budget "Instructions on Budget Execution" (Circular No. A-34), and other authorities which regulate the normal financial transactions of agencies in general (28 CG 365).]

[c. Participation by State and local governments. (1) Representatives of State and local governments may attend council meetings and participate in other council activities which are held without cost to the participating Federal, state and local agencies.]

[(2) If the council administers Government facilities for the training of Federal employees, the council may admit employees of State and local governments to its training programs on a reimbursable basis under section 4742 of title 42, United States Code. If admitted on other than a reimbursable basis or reimbursement is waived, all Federal agencies represented on the council must concur.]

[(3) The Office of Personnel Management may use the services or facilities of an interagency training council in providing technical advice or assistance to State or local governments under section 4725 of title 42, on a reimbursable basis or otherwise, in accordance with written agreements between the council and the Office of Personnel Management (section 4763 of title 42).]

d. Using services of employees of other agencies. (1) Agencies may use

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~~4-4~~ [4-5.] INTERAGENCY TRAINING PUBLICATIONS

INTERAGENCY/INTERGOVERNMENTAL TRAINING COUNCILS

Southeast Region (3)\*

Atlanta  
Kentucky  
Southeastern

New England Region (1)

New England

Great Lakes Region (4)

Chicago  
Cleveland  
Detroit  
Indianapolis

Southwest Region (7)

Albuquerque  
Austin  
Dallas/Ft. Worth  
Houston  
Little Rock  
Louisiana  
San Antonio

Rocky Mountain Region (3)

Denver  
Helena  
Salt Lake

Eastern Region (6)

Albany  
Buffalo  
New York  
New Jersey  
Puerto Rico  
Syracuse

Mid-Atlantic Region (8)

Baltimore  
Charleston  
Morgantown  
Newark  
Norfolk  
Philadelphia  
Pittsburgh  
Richmond

Mid-Continent Region (5)

Des Moines  
Kansas City  
Lincoln  
Omaha  
St. Louis

Northwest Region (6)

Anchorage  
Blue Mountain  
Idaho Falls  
Juneau  
Portland  
Seattle

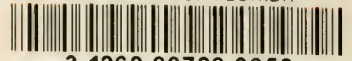
Western Region (8)

Fresno  
Honolulu  
Las Vegas  
Los Angeles  
Phoenix  
Sacramento  
San Diego  
San Francisco

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\*Regions of the U.S. Office of Personnel Management.

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